

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAnnouncements.aspx>

Announcement No. **51-17**

Date: 25 May 17

POSITION VACANCY ANNOUNCEMENT

RE-ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

***** PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCEPTED *****

For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

下記の職に応募を希望する従業員は、資格条件を確認の上、下記に指定された必要書類を〆切日の 16:30 までに人事部日本人雇用係（キャン
プフォスター建物番号 495、2 階）に提出して下さい。不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致し
ますのでご了承下さい。提出された応募書類の返却はいたしません。お問い合わせは日本人雇用係（645-3370）までご連絡下さい
メール/FAX での応募は受け付けておりません。Foster のパスがない方は Air Force/Navy HRO に提出下さい。

PWO #: 067	Position title: Budget Analyst, #21, BWT-1, Grade-6, LPL-3 Budget Technician, #254, BWT-1, GRADE-5, LPL-3	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: Civilian Human Resources Office, Executive Office		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 1 Jun 17
Summary of duties: This position is fully responsible for accounting and budgeting of civilian labor, supply, services, and TAD for Civilian Human Resources Office (CHRO) and entitlements such as Permanent Change of Station (PCS) Travel, Household Goods Shipment (HHGS), Non-temporary Storage (NTS), Renewal Agreement Travel (RAT), Student Education Travel, Emergency Visitation Travel (EVT), and Emergency Medical travel (EMT) for appropriate funded civil service personnel aboard Marine Corps Installations Pacific (MCIPAC) to include Marine Corps Base (MCB) Camp S. D. Butler, Marine Corps Air Station (MCAS) Futenma, Camp Fuji, and Camp Mujuk, and Summer Hire Program. The incumbent directly reports to CHRO Director and/or Deputy CHRO Director who are the CHRO fund managers (FM). Develops and formulates the budget submission for the Fiscal Year (FY) and Mid-Year expenditures through the use of analysis, and the compilation and application of historical data, and uses this information as a basis for computation of new FY requirements. Researches, classifies, and assigns Standard Accounting Budget and Reporting System (SABRS) fiscal codes for budget formulation and execution. Prepares new fiscal year, monthly, and quarterly spending plan for Budget Execution Activities (BEA) CR and TC by consolidating historical data, estimating civilian labor, and examining proposed budget submissions from sections and analyzes for appropriateness. BEA-CR consists of CHRO requirements and TC is for programs funded by Headquarters Marine Corps (HQMC) such as Civilian Leadership Development (CLD) Training and Consolidated Civilian Career Training (CCCT). Prepares and submits all budget related financial reports to Budget Office, G-8 as required. Prepares fund status reports weekly and advises the FM on the availability of funds, recommends realignment, and proposes solution to existing and foreseeable issues and problems. Monitors and maintains funding for Summer Hire Program. Gathers, researches, and analyzes historical and new financial data and prepares the Program objective Memorandum (POM) for submission to G-8. Processes commitment, obligation and expense transactions of CHRO material and service requirements for entry into SABRS. Reconciles obligations with the appropriate financial supporting documents. Monitors and analyzes outstanding obligations. Researches and verifies the validity and status of financial documents. Processes vendor payments by preparing public vouchers and submits them to Vendor Pay Section/Managerial Accounting Branch (MAB), G-8. Must have extensive knowledge on Joint Travel Regulations (JTR) encompassing civil service employees' PCS and entitlements. Processes, monitors, and reconciles obligations with the appropriate financial supporting documents for PCS orders, HHGS, NTS, RAT Student Education Travel, EVT and EMT for eligible MCIPAC employees by using either SABRS or Defense Travel System. (DTS). Responsible for collection of overpayments (e.g., due to travel and HHGS excess weight), preparing demand letters, follow-up letters, and/or processing payroll deduction. Oversees the processes until the collection is completes. Reviews, researches, and prepares Tri-Annual Reviews and Closeout validation on Outstanding Travel Orders (OTO), Outstanding Commitments, Unliquidated Obligations (ULO) for submission to MAB, G-8. Serves as Financial Defense Travel Administrator (FDTA), reviews authorizations, and examines vouchers for missing documents, for correctness of claim by comparing with attached documents, and for selected coding and justification. Inputs lines of accounting (LOA), maintains budget for each LOA, and informs travelers of any system changes within DTS. Creates and processes reimbursement payments for tuition assistance through PR Builder and Wide Area/Workflow (WAWF).		

Qualification Requirements 資格条件

1. Must be able to speak, read and write in English at LAD-3 or higher equivalent.
2. Must possess working knowledge of appropriated funds accounting processes and procedures.
3. Applicant should be detail oriented, able to track multiple assignments and well versed in the reconciliation of financial information.
4. Must possess advanced abilities in Microsoft Excel and proficiency in Microsoft Word.
5. Must have three or more years of responsible accounting work experience.
6. Must have experience in analyzing accounting data, reconciling transactions, and detecting trends.
7. Must possess great analytical skills and a high degree of attention to detail.
8. Must be able to effectively communicate with members of the Accounting Management Office and other external customers.

Remarks: Selection of the position/grade will be made at the time of selection

Required documents:

1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & Questionnaire
2. Copies of certificates/licenses

必要書類:

1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表
2. 免許証・終了証のコピー

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2週間程度は非通知拒否設定を解除していただくようご協力お願いします。

LANGUAGE PROFICIENCY LEVEL (LPL)

語学能力級

LPL	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

*** LPL の証明書を提出してください。**